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DEPARTMENT ORIENTATION CHECKLIST
WEEK #2 – TRAINING: HOW DO I LEARN THIS?

TRAINING RESOURCES	STAFF NAME
<input type="checkbox"/> Tutorials for software	
<input type="checkbox"/> Project Overviews	
<input type="checkbox"/> Internal Training Needs Assessment – online registration site (ITNA)	
<input type="checkbox"/> Recommended websites for national laboratory and DOE information	
<input type="checkbox"/> Recommended websites for reference and learning	
<input type="checkbox"/> Laboratory Standards: templates, trademarks, acronyms	
READING MATERIAL	
<input type="checkbox"/> Recommended reading based on assignment	
<input type="checkbox"/> Project Management tools	
<input type="checkbox"/> Time Management tools	
VIDEOS	
<input type="checkbox"/> New Hire Orientation Video	
<input type="checkbox"/> Technical videos as appropriate	
<input type="checkbox"/> Other Laboratory videos	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST **WEEK #3 – WHAT’S MY ASSIGNMENT?**

DEPARTMENT STANDARD OPERATING PROCEDURES	STAFF NAME
<input type="checkbox"/> Overview of deliverables and media used	
<input type="checkbox"/> Documentation plans or specifications	
<input type="checkbox"/> Project Checklists	
<input type="checkbox"/> Directory structure of files (online and paper)	
<input type="checkbox"/> Naming conventions	
<input type="checkbox"/> Review process (peer reviews)	
<input type="checkbox"/> Quality procedures	
<input type="checkbox"/> Translation considerations	
ASSIGNMENT	
<input type="checkbox"/> Description of assigned work	
<input type="checkbox"/> Introduction to Subject Matter Experts	
<input type="checkbox"/> Location of files	
<input type="checkbox"/> Contact list (online phone directory)	
WRITING AND GRAPHIC GUIDELINES	
<input type="checkbox"/> Where to find templates and which styles to follow	
<input type="checkbox"/> Directory Structure/Naming Conventions	
MEET WITH MANAGER	

DEPARTMENT ORIENTATION CHECKLIST
WEEK #4 – LONG-TERM PLANS

CAREER PATH	STAFF NAME
<input type="checkbox"/> Discuss Job Description	
<input type="checkbox"/> Outline skills expectations	
<input type="checkbox"/> Discuss career path – opportunities and timeframe	
<input type="checkbox"/> Discuss eligibility requirements for promotion	
<input type="checkbox"/> Set short-term goals for 6-month initial employment period review	
<input type="checkbox"/> Establish reporting expectation (status report, verbal update, online log, etc.)	
<input type="checkbox"/> Discuss continuing education policy	
<input type="checkbox"/> Set training plan (technical, leadership, business skills, computer, etc.)	
FEEDBACK ON ORIENTATION PROGRAM	
<input type="checkbox"/> Review four-week diary	
<input type="checkbox"/> Discuss recommendations for improvements to the Orientation Plan	
<input type="checkbox"/> Meet with “buddy” to evaluate new employee’s progress	
ADMINISTRATIVE	
<input type="checkbox"/> Memberships to Professional Organizations	
<input type="checkbox"/> Review of paid time off (vacation, sick leave, holiday, Floating holiday)	
<input type="checkbox"/> Laboratory credit card, expense reports, etc.	
<input type="checkbox"/> Business cards	
MEET WITH MANAGER	